

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3840

TITLE: HOUSING AND COMMUNITY DEVELOPMENT PROPERTY MANAGEMENT
SUPERVISOR

GRADE: S-29

DEFINITION:

Under general supervision, to direct the operation, management and maintenance of housing projects owned by the Redevelopment and Housing Authority; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Directs maintenance staff in rendering services to residents and maintaining physical plants, buildings and property;

Supervises housing and resident managers in ensuring that units are maintained, resident requirements are met, and services are delivered;

Assists in establishing budgets and controls for RHA-owned properties;

Assists in determining the nature of and implementing a modernization program to improve physical structures and service of the housing complex and manages programs to completion;

Develops maintenance contract requirements and assists in procuring contractors;

Develops and maintains standard operating procedure manuals and policy statements of property management;

Makes recommendations on property management policies for adoption by RHA

Commissioners;

Works closely with tenant associations and special interest groups to insure good tenant-landlord relations;

Attends RHA and other board meetings as requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the procedures, regulations and policies of public housing projects;

Knowledge of building maintenance principles, tools and materials;

Knowledge of the various phases of municipal government that affect public housing;

Knowledge of administrative procedures;

Ability to use initiative and resourcefulness in the solving complex housing management problems;

Ability to plan and supervise the work of others;

Ability to establish and maintain effective working relationships with tenants and tenant associations;

Ability to communicate effectively, both orally and in writing.

CLASS CODE: 3840

TITLE: HOUSING AND COMMUNITY DEVELOPMENT PROPERTY MANAGEMENT
SUPERVISOR

GRADE: S-29

Page 2

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited college with a degree in business or public administration,
mechanical engineering or related field; PLUS
Three years of progressively responsible housing management experience.

CERTIFICATES AND LICENSES REQUIRED:

None.

REGRADED/REVISED: July 1, 1995